



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

Gloria Molina
First District

Yvonne Brathwaite Burke
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September 30, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AUTHORITY TO EXECUTE AGREEMENTS AND TO FILL POSITIONS FOR
PUBLIC HEALTH PREPAREDNESS AND RESPONSE FOR BIOTERRORISM**
(All Districts) (3 Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of Health Services, or his designee, to select providers, negotiate and execute contracts with such providers, upon review and approval of County Counsel and Chief Administrative Office, and notification to Board offices, up to an amount, not to exceed \$500,000 per contract, 100% offset by the Centers for Disease Control and Prevention (CDC) award, effective upon Board approval through August 30, 2005, to implement activities required to support the County of Los Angeles' (County) Public Health (PH) Preparedness and Response for Bioterrorism efforts.
2. Authorize the Director of Health Services, or his designee, to fill 25 positions in excess of what is currently authorized in the Department of Health Services' (DHS) staffing ordinance, pursuant to Section 6.06.020 of the County Code, pending allocation by the Department of Human Resources, 100% funded by CDC, as described in Attachment B, to implement the activities required to support the County's PH Preparedness and Response for Bioterrorism efforts.

PURPOSE OF THE RECOMMENDED ACTIONS/JUSTIFICATION:

In approving the recommended actions, the Board is authorizing and/or instructing the Director of Health Services, or his designee, to: 1) select providers, negotiate and execute agreements up to \$500,000 per contract, to implement the activities required to support the County's PH

Preparedness and Response for Bioterrorism efforts, and 2) to fill 25 positions in excess of what is currently authorized in the Department's staffing ordinance, pending allocation by the Department of Human Resources.

Approval of these actions will enable the Department to expedite the implementation of the specific activities required to support the County's PH Preparedness and Response for Bioterrorism efforts within the time lines required by the federal government.

FISCAL IMPACT/FINANCING:

The recommended actions are 100% funded by CDC's Notice of Cooperative U90/CCU917012-05: 1) the contractual activities, estimated to be \$9,996,331, which includes negotiation of contracts for planning, information technology, risk communication, and 2) the staffing cost, including the requested 25 positions, estimated to be \$11,928,454.

Funding is included in the Fiscal Year 2004-05 Adopted Budget. There is no additional net County cost associated with these actions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On December 7, 1999, the Board accepted the first NCA from CDC to create a model system for PH Preparedness and Response for Bioterrorism and 8 positions were identified for that purpose. On October 9, 2001, the Board approved a motion directing the Department to take steps to ensure its ability to respond quickly and appropriately to any acts of bioterrorism.

On April 16, 2002, upon receipt of CDC's funding for the period of August 31, 2002 through August 30, 2003, the Board authorized the Department to fill 26 positions in excess of what was authorized in the Department's staffing ordinance, and to negotiate and execute agreements up to \$300,000. Subsequently, on December 17, 2002, the Board authorized the Department to fill 8 additional positions.

On August 26, 2003, upon receipt of CDC's funds for the period of August 31, 2003 through August 30, 2004, the Board authorized the Department to fill 81 positions in excess of what was authorized in the Department's staffing ordinance, and to negotiate and execute agreements up to \$500,000.

On August 31, 2004, CDC provided the Department with continuation funding in the amount of \$26,946,871 in Financial Assistance and \$122,824 in Direct Assistance effective August 31, 2004 through August 30, 2005. CDC's continuation funding award is being accepted through delegated authority approved by the Board on August 26, 2003. These funds will entirely offset the cost of the actions requested.

Attachment A is a summary of the action requested, Attachment B is a description of personnel items requested for several grant activities, Attachment C is the program budget summary, and Attachment D is the Grant Management form.

CONTRACTING PROCESS:

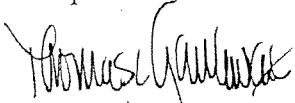
In order to quickly implement bioterrorism preparedness activities, the Department will enter into agreements up to \$500,000 per contract.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of these actions will allow the Department to quickly implement activities to greatly increase the Department's ability to respond to acts of bioterrorism.

When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,



Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:jr

Attachments (4)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

SUMMARY OF CONTRACTUAL INFORMATION

1. **TYPE OF SERVICE:**

Implement activities to enhance the capacity of the Department of Health Services to rapidly detect, investigate, and mitigate the effects of outbreaks of illness that may result from acts of terrorism involving biological agents in the wake of the terrorist attacks of September 11, 2001.

2. **TERM OF CONTRACTS:**

The recommended activities will be implemented effective upon Board's approval through August 30, 2005.

3. **AGENCY ADDRESS AND CONTACT PERSON:**

Program office to maintain listing of contractors as agreements are entered into.

4. **FINANCIAL INFORMATION:**

The recommended actions are 100% funded by CDC's Notice of Cooperative U90/CCU917012-05: 1) the contractual activities, estimated to be \$9,996,331, which includes negotiation of contracts for planning, information technology, risk communication, and 2) the staffing cost, including the requested 25 positions, estimated to be \$11,928,454.

Funding is included in the Fiscal Year 2004-05 Adopted Budget. There is no additional net County cost associated with these actions.

5. **GEOGRAPHIC AREA TO BE SERVED:**

Countywide.

6. **ACCOUNTABLE FOR MONITORING**

Sharon Grigsby, Executive Director, Public Health Preparedness and Response for Bioterrorism.

7. **APPROVALS:**

Public Health: Jonathan E. Fielding, M.D., M.P.H., Director of
Public Health and Health Officer

Contracts Administration: Irene E. Riley, Director

County Counsel: Robert E. Ragland, Senior Deputy

BIOTERRORISM PREPAREDNESS PROGRAM FY 2004-2005

BIOTERRORISM PROGRAM ITEMS NEEDING BOARD APPROVAL

Total of 25 Items

Focus Area A:

- (1) Assistant Program Specialist, PHN
- (1) Assistant Staff Analyst
- (1) Physician Specialist, Psych.
- (1) Disaster Services Analyst
- (1) Senior Typist Clerk
- (2) Student Professional Worker
- (1) Clinical Social Work Consultant
- (1) Staff Analyst
- (1) Fiscal Officer I (indirect costs for Finance)

Focus Area B:

- (3) Assistant Program Specialist, PHN
- (1) Senior Staff Analyst
- (1) Information Systems Analyst

Focus Area C:

- (1) Administrative Assistant III

Focus Area E:

- (1) Information Systems Coordinator

Focus Area F:

- (1) Public Information Officer II
- (1) Administrative Assistant III
- (1) Information Systems Analyst II

Focus Area G:

- (2) Staff Development Specialist
- (1) Assistant Nursing Director, Education
- (1) Administrative Assistant II
- (1) Senior Departmental Personnel Technician

LOS ANGELES COUNTY - DEPARTMENT OF HEALTH SERVICES
PUBLIC HEALTH SERVICES
SUPPLEMENTAL FUNDING
PH PREPAREDNESS AND RESPONSE FOR BIOTERRORISM
BUDGET SUMMARY - AUGUST 31, 2004 THROUGH AUGUST 30, 2005

Y 04.05

DESCRIPTION	FOCUS AREA A	FOCUS AREA B	FOCUS AREA C	FOCUS AREA D	FOCUS AREA E	FOCUS AREA F	FOCUS AREA G	FOCUS AREA A SNS	FOCUS AREA CRI	TOTAL
Salaries and Wages	\$1,519,542	\$3,479,559	\$609,891	\$96,434	\$785,154	\$390,877	\$938,948	\$471,864	\$172,304	\$8,554,573
fringe Benefits	\$585,026	1,380,081	280,446	38,641	305,660	156,624	368,285	189,076	69,042	3,373,881
Total Personnel Costs	\$2,104,567	\$4,859,640	\$890,337	\$135,075	\$1,091,814	\$547,501	\$1,307,233	\$660,940	\$241,346	\$11,928,454
Consultant Costs	0	0	0	0	0	0	0	0	0	0
Equipment	135,657	210,000	366,000	143,176	413,055	12,000	200,000	100,000	20,000	1,599,888
Supplies	105,000	103,316	85,000	219,506	50,000	5,000	100,000	35,000	20,000	722,822
Travel	100,000	75,000	12,000	25,000	35,000	10,000	150,000	35,000	20,000	462,000
Iterations and Renovation	0	65,000	0	50,000	0	0	0	0	0	115,000
Other	0	20,000	10,000	214,000	5,000	3,500	5,000	0	0	257,500
Consortium / Contractual Costs	118,002	236,004	177,003	118,002	118,002	177,003	118,002	118,002	0	1,180,019
Long Beach Health Department	69,796	52,347	52,347	34,898	34,898	69,796	34,898	34,898	0	348,981
Pasadena Health Department	103,000									
PHFE Position	100,000									
UCLA Contract for ICS	100,000									
Disaster Resource Center	100,000									
Cal State LA Forensic Certificate	100,000									
PHFE Contract	1,488,533									
Vendor TBA - Planning Drill/Exercise	65,890									
Dept of Mental Health DSO	112,914									
PHFE Contract										
Biomonitoring at Downey Facility										
Seinline/Partner Symposia			120,000							
First Responder Symposia			50,000							
Packaging/Shipping Workshops			20,000							
HJ/N (Maintenance and Operations)										
Silkt (Maintenance and Operations)										
Atlas Development Corp.										
SLHC Conference 2004										
IT Support Services Master Agreement (ITSSMA)										
Lab Order Entry and Results Reporting System										
Communications Equipment Maintenance Agreement										
Printing Duplicating Vendor TBD										
Translation Vendor TBD										
Public Awareness Campaign Vendor TBD										
Focus Groups - Vulnerable Populations										
Vulnerable Population Communication Network Assessment										
Harmmedia Inc.										
LA Health Survey										
Training Consultant TBA Vendor										
HASC Volunteer										
Security System Upgrade										
Office of Emergency Management Exercise										
Fed Ex Transp Plan										
Drills/Exercises										
Included Focus C Other - GCMS Nerve Detection Equipment										
Independent Validation Verification (Security Vendor TBD)										
Interfaces and LOINC coding										
Consolidated LDAP Directory (IBM)										
Website Redesign and Portal Strategy										
Project Management / Support (3) (Vendor TBD)										
Total Consortium/Contractual Costs										9,996,331
Total Direct Costs	\$4,753,260	\$5,729,294	\$1,897,687	\$904,759	\$3,903,918	\$1,582,088	\$2,114,611	\$1,563,840	\$2,632,438	\$25,081,995
Indirect Costs	331,260	758,544	152,556	21,023	171,184	85,211	204,691	102,866	37,562	1,864,876
Total Budget	\$5,084,520	\$6,487,838	\$2,050,243	\$925,782	\$4,075,081	\$1,667,300	\$2,319,302	\$1,666,706	\$2,670,000	\$26,946,871
Direct Assistance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Indirect Assistance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total CDC Funding:	\$24,399,695									
Total CRI Funding:	\$2,670,000									
Grand Total:	\$27,069,695									

Note: CDC has allowed food provision for the training, conferences, and meetings related to County of Los Angeles' Public Health Preparedness and Response for Bioterrorism.